

Frequently Asked Questions for Travel Related Issues

Q. How are contract employees reimbursed for travel?

A. *Contract employees are typically asked to follow the state travel policies and are reimbursed the same as state employees, unless their contract stipulates otherwise.*

Q. What is the current mileage reimbursement rate?

A. *Currently it is \$0.575/mile. Please visit <http://www.gsa.gov/mileage> for current information and also the reimbursement rate for taking your own vehicle when owned by your entity is available.*

Q. Where can I find a history of past mileage rates?

A. *A history of the mileage rates can be found here: <http://www.gsa.gov/portal/content/103969>*

Q. Why are the per diem rate on the federal register and the maximum state reimbursement rates different?

A. *In-state and out-of-state high cost areas are those cities designated in the Federal Register as having a prescribed maximum per diem daily rate of \$149.00 or higher. Reimbursement is made based on a sliding scale, which always remains constant, not to exceed the following rates on that scale located in the Travel Manual. Also, you can find the rates already converted out for you below.*

Q. What is the breakdown on meals for breakfast, lunch and dinner?

A. *While the agency may set maximum amounts allowable, DFA says that you are reimbursed X number of dollars per day, not per meal or time period.*

Q. What about eWaivers? When are those used?

A. *First, check with your travel coordinator. They can help you speed the process along. If you have deviated from normal travel policy, you have to get approval from your Agency Head. This is in the form of an eWaiver found here: <http://www.dfa.state.ms.us/Purchasing/Travel/eWaiver.pdf>. You can read more about them in the Travel Manual, but basically, once you fill it out and sign it, your Travel Coordinator gets the Agency Head or his/her designee's approval, sends it to the Travel Manager at OPTFM, and it is approved and sent back for documentation. It is usually submitted with your other travel documents for reimbursement.*

Q. How can I find out what the meal reimbursement is for a certain area?

A. *Meal reimbursement is based on State policy, not a per diem or the federal government. Meal reimbursement amounts can also be found below, already converted for your convenience. <http://www.dfa.state.ms.us/Purchasing/Travel/convertedrates.pdf>. Look for the city. If the city isn't listed, look for the county. If neither is listed, it's \$ 41/day. Note: If you aren't sure what county a city is in, go to Google and type in "what county is x in?" Replace x with the city name. It will usually show up by the 3rd or 4th answer from Google. Example: MS does not have any locations on the list; therefore, the rate for reimbursement is \$41/day.*

Q. How do I book airline tickets?

A. *You may go through a state contract travel agency or book your own arrangements. For all flights which are not booked through one of the contract travel agencies, the state agency must maintain in its files a cost comparison showing a minimum of two (2) fares (quotes may not be obtained from a Travel Agency). This cost comparison must show the fare and any issuance cost and must show a savings, and shall be submitted along with the employees Travel Voucher.*

Q. What if there is no hotel that is on state contract in the area to which I am traveling?

A. *Unless your entity says otherwise, you may stay at the hotel of your choosing and will be reimbursed based on receipt. When making reservations ask for the government rate. This will lessen the cost if the hotel chooses to provide the government rate.*

Q. What if I haven't received my travel check?

A. *First, check with your travel coordinator. If they haven't received the check, contact DFA at 601.359.2063.*

Q. Can newly elected or appointed county officials be reimbursed travel expenses before they take office?

A. *Section 19-3-41(6) authorizes the county board of supervisors to pay the expenses for training and education of new elected or appointed county officials before they take office.*